

**Carson City Culture & Tourism Authority
Agenda Report**

Date Submitted: 10/03/18

Agenda Date Requested: 10/08/18

Time Requested: 15 Minutes

To: Carson City Culture & Tourism Authority - Board of Directors

From: Joel Dunn, NV Consulting LLC

Subject Title: For Possible Action to approve the adjusted CTA FY19 budget report.

Staff Summary: The CTA Board will review a comparative statement of adjusted revenue totaling \$214,023.29, expenses totaling \$143,676.48 and fund balance for all CTA Fund totaling \$1,560,786.66, and make a determination whether they approve of the report.

Type of Action Requested:

Resolution

Ordinance

Formal Action/Motion

Other (Specify) Presentation Only

Recommended Board Action: I move to approve the adjusted FY19 Budget Report as presented through August 31, 2018.

Applicable Statute, Code, Policy, Rule or Regulation: n/a

Fiscal Impact: n/a

Explanation of Impact: n/a

Funding Source: n/a

Supporting Material: CTA Budget Report – FY19 (Accounting Period 02/2019)

Prepared By: Chris Kipp, Operations Manager

CARSON CITY CULTURE & TOURISM AUTHORITY

2018/2019 (FY19) MASTER BUDGET REPORT

as of Accounting Period 02/2019 (August, 2018)

17% of FY19 lapsed

| BEGINNING FUND BALANCE | FY20 PROJECTED CARRY OVER | FY19 BUDGETED CARRY OVER |
|---|------------------------------|-----------------------------|
| CCCTA BEGINNING FUND BALANCE (uncommitted) | 781,915.41 | 849,454.00 |
| CAPITAL PROJECTS FUND BEGINNING BALANCE (committed) | 134,109.70 | 159,494.85 |
| V&T CAPITAL PROJECTS FUND BEGINNING BALANCE (committed) | 485,571.00 | 481,491.00 |
| TOTAL | - | 1,401,596.11 |

Room Tax Revenue payments received by 08/31/18

| FY18 REVENUE | FY19 BUDGET | FY19 PROJECTION | FY19 ACTUAL * | % RCVD |
|---|---------------------|---------------------|---------------------|--------------|
| CCCTA ROOM TAX 740-0000-318.35-00 | 1,134,837.60 | 1,134,837.60 | 114,628.49 | 10.1% |
| CAPITAL PROJECTS FUND ROOM TAX 740-0000-318.35-01 | 378,209.85 | 378,209.85 | 38,202.49 | 10.1% |
| V&T CAPITAL PROJECTS FUND ROOM TAX 740-0000-318.35-02 | - | - | - | |
| V&T MARKETING 740-0000-318.35-03 | 378,209.85 | 378,209.85 | 38,202.49 | 10.1% |
| ART & CULTURE 740-0000-318.35-04 | 189,104.93 | 189,104.93 | 19,101.24 | 10.1% |
| REFUNDS/REIMBURSEMENTS 740-0000-366.05-00 | - | - | - | |
| GRANTS 740-0000-126.01-00 | 30,000.00 | 30,000.00 | - | 0.0% |
| DONATIONS RECEIVED 740-0000-365.92-00 | - | - | - | |
| CCCTA INTEREST INCOME 740-0000-361.01-00 | 5,760.00 | 5,760.00 | 1,866.52 | 32.4% |
| CAPITAL PROJECTS FUND (BOND) INTEREST INCOME 740-0000-361.01-00 | 2,160.00 | 2,160.00 | 699.94 | 32.4% |
| V&T CAPITAL PROJECTS FUND INTEREST INCOME 740-0000-361.01-00 | 4,080.00 | 4,080.00 | 1,322.12 | 32.4% |
| TOTAL | 2,122,362.23 | 2,122,362.23 | 214,023.29 | 10.1% |
| FY19 CCCTA REVENUE TOTAL | 1,737,912.38 | 1,737,912.38 | 173,798.74 | 10.0% |
| FY19 CAPITAL PROJECTS FUND REVENUE TOTAL | 380,369.85 | 380,369.85 | 38,902.43 | 10.2% |
| FY19 V&T CAPITAL PROJECTS FUND REVENUE TOTAL | 4,080.00 | 4,080.00 | 1,322.12 | 32.4% |
| TOTAL | 2,122,362.23 | 2,122,362.23 | 214,023.29 | 10.1% |
| FY19 CCCTA EXPENDABLE REVENUE TOTAL | 2,587,366.38 | 2,587,366.38 | 1,023,252.74 | 39.5% |
| FY19 CAPITAL PROJECTS FUND REVENUE TOTAL | 539,864.70 | 539,864.70 | 198,397.28 | 36.7% |
| FY19 V&T CAPITAL PROJECTS FUND REVENUE TOTAL | 485,571.00 | 485,571.00 | 482,813.12 | 99.4% |
| FY19 EXPENDABLE REVENUE TOTAL | 3,612,802.08 | 3,612,802.08 | 1,704,463.14 | 47.2% |

CARSON CITY CULTURE & TOURISM AUTHORITY
2018/2019 (FY19) MASTER BUDGET REPORT

| INTERGOVERNMENTAL EXPENDITURES | FY19 BUDGET | FY19 PROJECTION | FY19 ACTUAL* | % RCVD |
|--|--------------------|------------------------|---------------------|---------------|
| CC INTERLOCAL AGREEMENT 1% 740-7200-413.25-10 | 189,123.84 | 189,123.84 | - | 0.0% |
| CC INTERLOCAL AGREEMENT 1% ARTS & CULTURE 740-7254-450.25-10 | 189,123.84 | 189,123.84 | - | 0.0% |
| CCPR FIELD MAINT 3/16% 740-7200-413.25-11 | 35,460.72 | 35,460.72 | - | 0.0% |
| NCOT 3/8% 740-7200-413.25-12 | 70,921.44 | 70,921.44 | - | 0.0% |
| CAPITAL PROJECT FUND 2% 740-7251-425.25-01 | 405,755.00 | 405,755.00 | - | 0.0% |
| V&T CAPITAL PROJECT FUND 2% 740-7251-425.25-02 | - | - | - | - |
| INTERGOVERNMENTAL EXPENDITURES TOTAL | 890,384.84 | 890,384.84 | - | 0.0% |

| CCCTA SALARIES & WAGES | FY19 BUDGET | FY19 PROJECTION | FY19 ACTUAL* | % EXPENDED |
|--|--------------------|------------------------|---------------------|-------------------|
| SALARIES 0101 | 350,419.59 | 350,419.59 | 26,567.41 | |
| SALARIES 0102 | 15,660.00 | 15,660.00 | 624.00 | |
| MANAGEMENT LEAVE 0106 | - | - | 1,984.77 | |
| ANNUAL LEAVE 0107 | - | - | - | |
| SICK LEAVE 0108 | - | - | - | |
| OVERTIME 0111 | - | - | - | |
| HOLIDAY PAY 0116 | - | - | - | |
| ANNUAL & SICK LEAVE PAYOFF 0107 & 0108 | - | - | 9,551.88 | |
| TOTAL | 366,079.59 | 366,079.59 | 38,728.06 | 10.6% |

| CCCTA EMPLOYEE BENEFITS | FY19 BUDGET | FY19 PROJECTION | FY19 ACTUAL* | % EXPENDED |
|--------------------------------|--------------------|------------------------|---------------------|-------------------|
| MEDICARE 0225 | 5,308.15 | 5,308.15 | 545.59 | |
| RETIREMENT 0230 | 98,117.49 | 98,117.49 | 7,444.80 | |
| GROUP INSURANCE 0240 | 77,143.10 | 77,143.10 | 7,169.49 | |
| WORKERS COMP. 0250 | 4,073.80 | 4,073.80 | 565.79 | |
| CAR ALLOWANCE 0270 | 4,000.00 | 4,000.00 | - | |
| PHONE ALLOWANCE 0271 | 2,880.00 | 2,880.00 | 112.00 | |
| TOTAL | 191,522.54 | 191,522.54 | 15,837.67 | 8.3% |

| | | | | |
|--|-------------------|-------------------|------------------|-------------|
| CCCTA SALARIES - BENEFITS TOTAL | 557,602.13 | 557,602.13 | 54,565.73 | 9.8% |
|--|-------------------|-------------------|------------------|-------------|

CARSON CITY CULTURE & TOURISM AUTHORITY
2018/2019 (FY19) MASTER BUDGET REPORT

| CCCTA PROFESSIONAL SERVICES | FY19 BUDGET | FY19 PROJECTION | FY19 ACTUAL* | % EXPENDED |
|---|--------------------|------------------------|---------------------|-------------------|
| TRAINING/CONFERENCE/WORKSHOPS 0330 | 10,000.00 | 10,000.00 | - | 0.0% |
| CONTRACT EMPLOYEES 0340 | 90,000.00 | 90,000.00 | 9,027.50 | 10.0% |
| CONTRACTUAL AGREEMENTS/SERVICES 0349 | 168,961.00 | 168,961.00 | 28,215.51 | 16.7% |
| UNEMPLOYMENT CLAIMS | - | - | - | |
| TOTAL | 268,961.00 | 268,961.00 | 37,243.01 | 13.8% |
| CCCTA PROPERTY SERVICES | | | | |
| EQUIPMENT REPAIR & MAINT. 0430 | 500.00 | 500.00 | - | 0.0% |
| RENT 0440 | 65,358.00 | 65,358.00 | 11,172.00 | 17.1% |
| OFFICE EQUIPMENT RENTAL/LEASE 0444 | 54,250.00 | 54,250.00 | 9,123.94 | 16.8% |
| TOTAL | 120,108.00 | 120,108.00 | 20,295.94 | 16.9% |
| CCCTA OTHER SERVICES | | | | |
| INSURANCE 0512 | 4,000.00 | 4,000.00 | 3,956.00 | 98.9% |
| SPECIAL EVENT 0540 | 70,000.00 | 70,000.00 | 1,901.25 | 2.7% |
| PRINTING/ADVERTISING - 0542 | 180,000.00 | 180,000.00 | 22,500.00 | 12.5% |
| TRADE SHOWS 0543 | 6,000.00 | 6,000.00 | - | 0.0% |
| GOLF PROJECTS 0544 | 8,800.00 | 8,800.00 | - | 0.0% |
| DUES/MEMBERSHIP/PUBLICATIONS 0545 | 3,650.00 | 3,650.00 | 264.32 | 7.2% |
| RTC BUS PASSES 0560 | - | - | - | #DIV/0! |
| TRAVEL/LODGING 0580 | 12,000.00 | 12,000.00 | - | 0.0% |
| TOTAL | 284,450.00 | 284,450.00 | 28,621.57 | 10.1% |
| CCCTA OPERATING SUPPLIES | | | | |
| OFFICE SUPPLIES 0601 | 5,000.00 | 5,000.00 | - | 0.0% |
| OPERATING SUPPLIES 0625 | 71,000.00 | 71,000.00 | 2,181.63 | 3.1% |
| SMALL FURNISHINGS 0675 | 2,000.00 | 2,000.00 | - | 0.0% |
| TOTAL | 78,000.00 | 78,000.00 | 2,181.63 | 2.8% |
| CCCTA UTILITIES | | | | |
| TELEPHONE 0710 | 5,000.00 | 5,000.00 | 100.04 | 2.0% |
| POWER 0712 | 3,700.00 | 3,700.00 | 665.04 | 18.0% |
| UTILITIES GAS 0713 | 3,000.00 | 3,000.00 | 3.52 | 0.1% |
| TOTAL | 11,700.00 | 11,700.00 | 768.60 | 6.6% |
| CCCTA SERVICE AND SUPPLIES TOTAL | 763,219.00 | 763,219.00 | 89,110.75 | 11.7% |

CARSON CITY CULTURE & TOURISM AUTHORITY
2018/2019 (FY19) MASTER BUDGET REPORT

| ENDING FUND BALANCE | FY19 BUDGET | FY19 PROJECTION | FY19 ACTUAL* |
|---|-------------------|-------------------|-------------------|
| CCCTA INTERGOVERNMENTAL TOTAL | 484,629.84 | 484,629.84 | - |
| CCCTA SALARIES & BENEFITS TOTAL | 557,602.13 | 557,602.13 | 54,565.73 |
| CCCTA SERVICE AND SUPPLIES TOTAL | 763,219.00 | 763,219.00 | 89,110.75 |
| CCCTA CONTINGENCY TOTAL | 20,000.00 | 20,000.00 | |
| CCCTA EXPENDITURES TOTAL | 1,825,450.97 | 1,825,450.97 | 143,676.48 |
| CCCTA CONTINGENCY BALANCE | 20,000.00 | 20,000.00 | |
| CCCTA EXPENDABLE REVENUE TOTAL | 2,587,366.38 | 2,587,366.38 | 1,023,252.74 |
| CCCTA ENDING FUND BALANCE TOTAL | 781,915.41 | 781,915.41 | 879,576.26 |
| CAPITAL INTERGOVERNMENTAL EXPENDITURES TOTAL | 405,755.00 | 405,755.00 | - |
| CAPITAL EXPENDABLE REVENUE TOTAL | 539,864.70 | 539,864.70 | 198,397.28 |
| CAPITAL ENDING FUND BALANCE TOTAL | 134,109.70 | 134,109.70 | 198,397.28 |
| V&T CAPITAL INTERGOVERNMENTAL EXPENDITURES TOTAL | - | - | - |
| V&T CAPITAL EXPENDABLE REVENUE TOTAL | 485,571.00 | 485,571.00 | 482,813.12 |
| V&T CAPITAL ENDING FUND BALANCE TOTAL | 485,571.00 | 485,571.00 | 482,813.12 |

| | |
|---------------------------------------|---------------------|
| Adjusted Revenue Total | 214,023.29 |
| Expenses Total | 143,676.48 |
| Fund balance for all CTA Funds | 1,560,786.66 |